भारतीय प्रौद्योगिकी संस्थान मण्डी
कमान्द, हिमाचल प्रदेश – 175075

**Indian Institute of Technology Mandi**

**Kamand, Himachal Pradesh – 175075**

**Request Form for Obtaining Documents from Academic Section**
(To be filled by Student / Alumnus)

1. Full Name (in CAPITAL): _____

2. Roll No.: _____

3. Programme: _____

4. Branch / School: _____

5. E-mail Address: _____

6. Mobile No.: _____

7. Father's Name: _____

8. If alumnus, specify year of completion: _____

9. Document(s) required:

| Document(s) required | No. of copies |
|---|---|
| a) Duplicate Provisional Certificate. | |
| b) Certified copy of the Degree Certificate (enclose photocopy of degree) | |
| c) Duplicate Degree Certificate (enclose copy of FIR, Affidavit, etc.) | |
| d) Additional Transcript. | |
| e) Duplicate Grade Card (mention the Semester                                        ) | |
| f) Verification of Degree Certificate, Transcript, Grade Card, JEE Rank, Bonafide Certificate, Membership of any Institute body, etc. (enclose photocopy of the required document) | |
| g) Bonafide Student Certificate. (Mention the Purpose: …………………………………………………………………….…………………………………… ……………………………………………………………………………………………………………………………… …………………………………………………………………………………………………………) | |
| h) Certificate of medium of instruction in English. | |
| i) Any other document(s): | |

10. Mode of receiving documents:
    a) ☐ I want to collect the document in person / through authorized person (enclose authorization letter)
    b) ☐ Please send the document via registered post on my address (as mentioned below).

11. Permanent / Correspondence Address:
    _____
    _____
    _____Pin Code: _____

12. I certify that the prescribed amount has been paid:
    i. For the document(s)    : Rs._____
    ii. For Postal charges      : Rs._____

**Total (in words):Rs.**_____

13. Mode of payment:
    a) ☐ Online Transaction / UTR No. _____ date_____Bank & branch_____.

    b) ☐ Demand Draft No. _____ date_____Bank & branch_____.

    *(Enclose print out of the receipt / transaction. Application will be processed only after confirmation from accounts section.)*

Date: _____                                                                 Signature of the Student/Alumnus

*(Please see overleaf / visit www.iitmandi.ac.in for charges/process details)*

## Charges for Obtaining Authenticated Documents from IIT Mandi

| Sl.No. | Document Type | Charges (in Rupees per copy) | Tentative time required to prepare the document |
|---|---|---|---|
| After completion of Degree requirements | | | |
| 1 | Provisional Certificate | Free | NA |
| 2 | Duplicate Provisional Certificate | 100 | 02 days |
| 3 | Degree Certificate - in person | Free | NA |
| | Degree Certificate - in absentia | Free | |
| 4 | Certified Copy of the Degree Certificate | 1000 | 02 days |
| 5 | Duplicate Degree Certificate | 2000 | 20 days |
| 6 | Transcript (One complimentary copy will be issued to the graduating students) | Free | NA |
| 7 | Additional Transcript | 300 | 03 days |
| 8 | Duplicate Grade Card | 200 | 02 days |
| 9 | Verification of Degree Certificate, Transcript, Grade Card, JEE rank, Membership of any Institute body*, etc. (for each individual certificate) | 750 | 05 days* |
| Postal Charges extra: Within India-Rs.100/-, (Rs.200/- for Degree certificate) & for Abroad-Rs.1500/- | | | |
| | | | |
| Before completion of Degree requirements | | | |
| 1 | Transcript | 100 | 03 days |
| 2 | Verification of JEE rank, Grade Card, Membership of any Institute body*, etc. (for each individual certificate) | 100 | 05 days * |
| 3 | Duplicate Grade Card | 50 | 02 days |
| 4 | "Bonafide Student" Certificate | 20 | 02 days |
| 5 | Certificate of medium of instruction in English | Free | 02 days |
| * subject to the availability/confirmation from concerned departments/sections. | | | |
| Postal Charges extra: Within India-Rs.100/- & for Abroad-Rs.1500/- | | | |

Note: Charges for any other documents not listed above will be recommended appropriately and will be levied after obtaining Director's permission. The mentioned charges are valid till the next review.

## PAYMENT OF CHARGES:

Payment, in total, may be made through Demand Draft drawn in favor of "THE REGISTRAR, IIT MANDI" payable at "MANDI"

### OR

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in the bank account as detailed below:

| | | |
|---|---|---|
| A/C Name | : | IIT Mandi |
| Account No. | : | 31310230679 |
| IFSC Code | : | SBIN0013711 |
| Bank | : | State Bank of India |
| Branch | : | IIT Mandi Branch |

The applicant should mention the UTR/Bank Transaction ID in the application form.

**The application form, complete in all respect (along with the required enclosures) may be submitted/sent To:**

The Deputy/Assistant Registrar (Academics)
Indian Institute of Technology (IIT) Mandi,
A7, North Campus District: Mandi
Pin Code – 175075 (Himachal Pradesh)
Phone: 01905-267073, 267063
E-mail: deanoffice@iitmandi.ac.in